



Classification	ASSOCIATE GOVERNMENTAL PROGRAM ANALYST
Monthly Salary	\$4,255 - \$5,172
Tenure / Time Base	Permanent / Full time
Final Filing Date	Until filled
Location	Office of Systems Integration (OSI) Interim Statewide Automated Welfare System (ISAWS) 8810 Cal Center Drive, Suite 300 Sacramento, CA 95833 Free Parking
Duties/ Responsibilities	Under the general direction of the Data Processing Manager I, Enterprise Management Unit, the Associate Governmental Program Analyst performs personnel recruitment and contract management support activities for ISAWS. Responsibilities include providing consultation to managers and supervisors on selection and recruitment strategies, and other personnel related activities or issues. As the ISAWS Personnel Liaison, works collaboratively with Human Resources; Develops, prepares and tracks Request for Personnel Action (RPA) packages. Monitors contract budgets, and reviews vendor invoices; ISAWS Service Request Coordinator; Liaison to the Project Facilities Coordinator; and participates in special projects as required.
Desirable Qualifications	<ul style="list-style-type: none">● Knowledge of Microsoft Office 2003 (Word, Excel, PowerPoint).● Knowledge of standard office practices and procedures.● Ability to multi-task, working independently as well as in a team environment.● Ability to appropriately process and track documents through preparation, formatting, editing, approval, distribution, and filing.● Ability to handle multiple priorities.● Ability to plan, prioritize, organize, coordinate, monitor, and follow up on assignments, timely and accurately.● Ability to effectively interact with management, staff, and internal and external customers.

The Office of Systems Integration is committed to providing equal opportunity to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

Desirable Qualifications (continued)	<ul style="list-style-type: none"> ● Ability to provide exemplary customer service and communicate effectively to meet business needs.
Who May Apply	<p><u>Please indicate your eligibility in Box 12 of your application.</u></p> <ul style="list-style-type: none"> ● State employees who are currently in the Associate Governmental Program Analyst classification or have transfer eligibility. ● Persons who have Associate Governmental Program Analyst certification list eligibility. ● SROA/Surplus candidates are encouraged to apply.
Submit a State of California Std. 678 Application to	<p>Office of Systems Integration Interim Statewide Automated Welfare System (ISAWS) Attention: Carla Zuehlke 8810 Cal Center Drive, Suite 300 Sacramento, CA 95833</p> <p>Please reference RPA #07-019 on the front page of your application.</p>
Contact Information	<p>Carla Zuehlke: (916) 255-0494 TDD User: 1-800-735-2929</p>

Position #: 791-713-5393-604

RPA #07-019

Posted: 08/22/2006

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